



DATE: December 8, 2016

SUBJECT: Job Vacancy Announcement – FSN/2016/17

TO: All Qualified Applicants

JOB TITLE: Roving Secretary

GRADE: FSN-7 with the possibility of hiring the employee at the lower grade

CLOSING DATE: December 30, 2016

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

This position is located in the Executive Office (EXO). The primary purpose of this position is to serve as a year round Administrative Assistant providing Mission-wide support to the different offices as the need arises, and as such, perform a comprehensive range of procedural, administrative and secretarial functions. The primary function is to provide administrative and secretarial coverage for Administrative Assistants who are on leave. Additionally, the Roving Administrative Assistant will assist Offices/Teams with occasional clerical and administrative tasks as the need arises and schedule permits. This position will also provide the administrative support requirements of the Mission's Development Leadership Initiative. Mission-wide clerical and administrative tasks will be coordinated by EXO. The Roving Admin Assistant must be multi-talented and able to assist with a variety of administrative tasks.

B. MAJOR DUTIES AND RESPONSIBILITIES

Administrative support

65%

- a. Using automated data processing equipment and software, types, prints, and reproduces correspondence. Establishes and maintains files for correspondence, cables, memos and faxes; according to USAID procedures and standards. Takes the initiative to act on routine matters.
- b. Manages the correspondence control system. Receives, screens, and insures correct distribution of mail, attaching relevant background material. Reviews outgoing mail for proper address, routing and attachments prior to transmission. Records, tracks and properly distributes incoming and outgoing correspondence. Reviews and takes appropriate action on documents in the in and out boxes.
- c. Researches, collects, reviews and interprets information, both general and technical, required to draft non-



- technical correspondence. Searches files and records to assemble background information for needed reports.
- d. Composes non-technical correspondence in both French and English. Translates from English to French noncomplex, non-technical correspondence. Reviews own correspondence for typographical and grammatical accuracy and conformance with Mission formatting procedures.
 - e. Receives and places telephone calls in English and French, takes and leaves message; answers questions or directs callers to other staff members; sets up meetings and schedules appointments; receives and assists visitors.

Logistical and Technical support

35%

- a. Assists with the coordinating and the logistical set up of meetings, workshops, field trips including meeting room, meals, and travel and hotel arrangements.
- b. Assists with various department specific administrative functions such as assistance in the preparation of contracts, travel requests, transportation requests, purchase requests and completion of different forms and reports. Keeps on hand a supply of commonly used Mission forms as well as key documents.
- c. Performs other duties as needed.

C. DESIRED QUALIFICATIONS

- a. **Education:** Completion of secondary school is required. Completion of business school or secretarial training is required.
- b. **Prior Work Experience:** Three to five years of progressively responsible secretarial, administrative assistant or substantive clerical experience is required. At least two years of this work experience with the U.S. Government, a local/international NGO, or other multilateral/bilateral organization is required.
- c. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III in English and Level IV in French are required.
- d. **Knowledge:** Must have working knowledge of the U.S. Government, a local/international NGO, or other multilateral/bilateral organization policies, regulations, and practices.
- e. **Skills and Abilities:** Must have the ability to independently draft routine correspondence based on the administrative policies, communicate effectively, both orally and in writing; to obtain, analyze, and to prepare correspondence documents; to use word processors and office information systems; to maintain database.

D. POSITION ELEMENTS

- a. **Supervision Received:** The incumbent will work under the direct supervision of the Human Resources Management Specialist.
- b. **Available Guidelines:** Mission Orders, USAID Automated Directive System (ADS).



- c. **Exercise of Judgment:** Must exercise judgment to interpret, and evaluate the relevance and reliability of, information used and/or provided; to organize and present data in documents prepared by the incumbent.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level and Purpose of Contacts:** Contacts will include US, Foreign National Staff at all levels and visitors.
- f. **Supervision exercised:** Position is non-supervisory.
- g. **Time Required to Perform Full Range of Duties After Entry into Position:** One year.

HOW TO APPLY:

I. Interested applicants with existing Senegalese Work Permits MUST submit a complete application package which includes the five following required document:

1. *A cover letter*
2. *A detailed CV:* An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.
3. *3 References* who are not family members or relatives. Provide: Name, email address and phone number of each reference.
4. *Copies of relevant degrees*
5. *Form AID 302-3.* The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID302-3 (form can be found on this web site: <https://www.usaid.gov/forms/aid-302-3>)

II. Applications should be addressed to the: “ATTENTION OF HUMAN RESOURCES SPECIALIST – USAID/SENEGAL”

III. Email subject MUST be: **JOB ANNOUNCEMENT FSN/2016/17 ROVING SECRETARY – EXECUTIVE OFFICE**

IV. Application should be send:

- **BY EMAIL** usaiddakar-hr@usaid.gov



Incomplete applications will be rejected and all Documentation MUST be in English.

Deadline to receive applications: DECEMBER 30, 2016

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.